

COMMUNICATIONS/PR INTERNSHIP

Mountrail-Williams Electric Cooperative

JOB OBJECTIVE

This position provides communications support for Mountrail-Williams Electric Cooperative.

DUTIES & RESPONSIBILITIES

Under the guidance of the communications/public relations manager, this position will:

- (a) Develop engaging content for multiple communication channels, including but not limited to, newsletters, social media, press releases, and the website.
- (b) Assist in internal communications.
- (c) Assist with daily activities, events, meetings and projects.
- (d) Execute a special project, to be determined, that involves design, development, coordination, and overall execution of an event, project, or activity.

REQUIREMENTS OF INTERNSHIP

- (a) Strong written and verbal communication skills.
- (b) Can demonstrate working knowledge of marketing and communications strategy.
- (c) Knowledge of social media trends and digital marketing.
- (d) Other preferred areas of knowledge include public relations, media relations, customer service, public speaking, and editing publications.
- (e) Evening and weekend hours are required for special events/activities.
- (f) Any and all other duties as assigned by management and supervisors.
- (g) The Company reserves the right to change the minimum requirements at any time as business necessity requires.)

DIFFICULTY OF WORK

- (a) The employee must be able to adapt to revised schedules and long hours of work, manage changes in methods and priorities of work, accept direction, and deal with disputes professionally. The hours of work are generally daylight hours from Monday to Friday, and employees are subject to overtime at any time of the day or week. Guidelines consist of non-supervisory direction, written procedures, and independent judgment, and the employee is expected to work independently and recognize when assistance is needed.

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RESPONSIBILITY/ACCOUNTABILITY

The employee will be accountable for safely and satisfactorily completing jobs as assigned. The employee will be responsible for analyzing all requirements to complete a job, recognizing impediments to satisfactory completion, and seeking guidance when needed.

PERSONAL CONTACTS

- (a) Contacts are both internal and external. Internal contacts are with supervision and all other Coop personnel.
- (b) The above statements are intended to describe the general nature and level of work being performed by personnel assigned to this position. They are not intended to be an inclusive list of responsibilities, duties, or requirements for personnel in this position.

WORKING CONDITIONS

- (a) Normal, non-smoking office environment with some travel required; may require lifting up to 30 pounds for marketing displays, etc. Sedentary work frequently. Job requires sitting most of the time. Requires repetitive motions with hands and fingers such as dialing and keyboarding. Primarily inside work at a desk. Must be able to use office equipment such as a copier, computer and printer. Must be able to communicate to individuals, small and large groups. Must be able to read, write and do arithmetic. Requires analyzing data and reports and conducting research. Skills in developing plans procedures, and goals required. Must be able to present information to others and work under stress.

DISCLAIMER:

- (a) This job description is not intended to be all-inclusive; an employee will also perform other reasonably related job responsibilities as assigned by immediate supervisor and other management as required
- (b) MVEC reserves the right to revise or change job duties as the need arises. This job description does not constitute a written or implied contract of employment. Management reserves the right to change job descriptions, job duties, or working schedules based on their duty to accommodate individuals with disabilities

Approved by: Alex Vournas & Dubi Cummings

Date: April 2025

Reviewed/Amended by:

Date: